



Training for Financial Aid Professionals Training for Specific Functions

Title	Description	Delivery Format	Duration	Schedule
COD	<p>Online computer-based training that includes six lessons with text to guide users through each area of the COD system. It simulates the COD web screens and functionality available to a School Administrator, explores the basic navigation and functions of the COD website, and provides practice locating and creating information with feedback to help the users. The program uses fictitious data with over 350 “students” and 20 “schools” that offer a wide range of scenarios.</p> <p>Recommended for business officers and those who work with the Pell or Direct Loan Programs.</p> <p>Link: http://www.ifap.ed.gov/eannouncements/0311CBTNowAvail.html </p>	Online CBT	Self-paced, 6 modules 26 lessons	Ongoing / Point of Need
EDEXpress Basics	<p>Available to all schools through the Internet. Focuses on teaching users basic skills required to access and navigate the EDEXpress and Edconnect software. A beginning user learns the software functionality and practices using the software in a simulated environment. There are three different methods of instruction; please check the registration page (URL) for dates, times and locations for the classroom and virtual classroom training.</p> <p>Recommended for financial aid office personnel who have day-to-day responsibilities for using EDEXpress.</p> <p>Link: http://ifap.ed.gov/edexpress/index.htm </p>	Classroom, Virtual Classroom, Web-based tutorial	Varies by delivery format	Ongoing / Point of Need
FISAP Training	<p>Explains what the FISAP is, and why it is completed: identifies required information and explains how to get it. Also covers what to watch for, how to determine appropriate funding requests, how to fill out and submit the FISAP on the Web, and what happens after it is submitted.</p> <p>Recommended for all FAA's responsible for completing the FISAP.</p> <p>Link: http://cbfisap.sfa.ed.gov/CBSWebApp/tutorial/index.htm </p>	Web based tutorial	Self-paced	Ongoing



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Fiscal Management: 2003 Title IV Cash Management Life Cycle	<p>The project attempts to correct a performance gap between the actual level of knowledge and skills demonstrated in the field, and the desired level of knowledge and skills to optimize cash management in select Title IV programs. The desired level of performance is for financial aid administrators and business officers to:</p> <ul style="list-style-type: none"> • Communicate effectively between entities at the school level (i.e., the Business Office and the Financial Aid Office) • Disburse funds to students within the required limit • Return unsubstantiated cash in a timely manner • Perform monthly reconciliation each month and after the program year close-out • Assess the reconciliation process to identify and correct missing batches, unbooked loans, duplicate draws, and discrepancies • Demonstrate competence in using the new system in place for 2002-03, namely Common Origination and Disbursement (COD) • Be able to explain how COD interacts with other systems, e.g., GAPS, SAIG, EDEExpress, etc. <p>Recommended for financial aid officers and business officers</p> <p>Link: https://sfa.jamcracker.com/workspace/login/pages/fsa/login.jsp?TARGET=http://sfa.jamcracker.com </p>	Classroom	2 days	Fall 2003
Student Eligibility Issues: Spring 2003: Student Eligibility Basics	<p>This workshop is designed to broaden the financial aid administrator's knowledge about the basics of student eligibility for federal financial aid. It also provides many opportunities to practice and apply what is learned.</p> <p>Students will have the chance to become more familiar with a variety of very helpful resources and tools that the U.S. Department of Education (ED) provides that will help FAA's be more successful at their jobs.</p> <p>In addition to tools and resources, each module includes Supplements consisting of learning and job aids, case studies for extra practice and answer keys.</p> <p>Recommended for all financial aid administrator's who want a basic understanding of student eligibility.</p> <p>Link: https://sfa.jamcracker.com/workspace/login/pages/fsa/login.jsp?TARGET=http://sfa.jamcracker.com </p>	Classroom	1 day	Spring 2003



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Spring Training: 2004 Delivery System Update/ Processing Student Data	<p>Day one is a Delivery System Update including, but not limited to: COD, FAA Access, Web Tools, and the ISIR Data Mart. Day two focuses on processing student level data. This would focus on the following: COD, NSLDS, R2T4, PJ, Verification and conflicting information. The training would focus on following student data through the process, but at a more advanced level than last year's Basics course. This would involve COD issues such as POP (potential overpayments) and transfer students, NSLDS issues such as annual/aggregate loan issues and the impact of consolidation loans, student withdrawal issues, etc. Critical would be a focus on the impact of changes to student data to student eligibility and program integrity issues.</p> <p>Recommended for all financial aid administrators</p>	Traditional classroom	2 days	Early Spring 04
Getting It Right: "Mistakes We've Found That You Can Learn From"	<p>This one day course will include audit and program review findings, and will focus on improving procedures by using FSA resources and tools to avoid common and costly mistakes. In addition, input will be solicited from participants on what resources they need from FSA.</p> <p>Recommended for all financial aid administrators</p>	Traditional classroom	1 day	Fall 04